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3 March 1952

COMPOSITION & RESPONSIBILITY OF CAREER SERVICE BOARDS

1. CIA Career Service Board

a. Composition

The following officials, or the alternates they designate:

- Deputy Director of Central Intelligence, Chairman
- Deputy Director/Plans
- Deputy Director/Intelligence
- x Deputy Director/Administration
- x Assistant Director (Personnel) - Non-voting
- Director of Training - Non-voting
- x Executive Secretary - Non-voting

It is required that at least three Deputy Directors be personally present for approval of any non-procedural CIA Career Service Board decision. The Career Service Staff of the Office of Personnel will serve as the Secretariat of the CIA Career Service Board and the Chief, Career Service Staff will serve as its Executive Secretary.

b. Functions

- (1) Develops policy governing the Career Service Program for submission to the DCI, and serves as his advisor on all matters concerning the Program.
- (2) Advises, and reviews the functioning of, Office Career Service Boards.
- (3) Reviews the functioning of the Career Service Program, including:
 - (a) Acting as final board of appeal and adjudication in all Career Service matters involving Office Career Service Boards, Agency Offices or comparable units, and individuals.
 - (b) Approving, on a continuing basis, selection standards employed in the training and rotation programs, and taking final action on requests for waiver of these standards.

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- (c) Allocating Rotation Loan Slots to Office Career Service Boards.
- (d) Approving or rejecting Office Career Service Board selection and rotation recommendations.
- (e) Making final decision on rotation appointments, quarterly.
- (f) Levying requirements on Office Career Service Boards for rotatees to prepare them to fill key Agency positions.
- (4) Appoints supporting groups or Boards for handling specialized functions, such as Hazardous Duty, Honor Awards, Selection for Service Schools, etc., as appropriate, drawing on Agency personnel as necessary.
- (5) Prepares, and submits annually to the DCI, a summary of the operation of the CIA Career Service Program.

2. Office Career Service Boards

a. Composition

- (1) Assistant Director or Deputy Assistant Director (or Office Head)
- (2) Two or more Staff or Division Chiefs, or comparable high-level officials (as appointed by Assistant Director or Office Head)

Secretariat - Non-voting (as appointed by Assistant Director or Office Head) to perform staff support for the Board.

b. Functions

- (1) Serves as advisor to the Assistant Director or Office Head, and acts for him on all matters pertaining to the Career Service Program.
- (2) Selects or rejects applicants for initial participation in the Development Program and forwards to CIA Career Service Board for review.
- (3) Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
 - (a) Executing relevant decisions of the CIA Career Service Board.

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- (b) Sponsoring, developing, and executing an intra-Office rotation system, and reporting on it periodically to the CIA Career Service Board via its Secretariat.
- (c) Participating in the development and execution of approved extra-Office rotation systems.
- (d) Submitting rotation recommendations to the Secretariat of the CIA Career Service Board for extra-Office appointment.
- (e) Reviewing circular announcement of rotation recommendations and negotiating with other Office Career Service Boards to effect agreement on rotation appointments.
- (f) Reporting concurrence or rejection of rotation appointments to the Secretariat of the CIA Career Service Board.
- (g) Interviewing, if necessary, prospective rotatees.
- (h) Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
- (i) Recommending cancellation or continuance of rotation appointments.
- (j) Ensuring that the rotatees detailed by their Office to another are not overlooked for warranted promotion.
- (k) Ensuring that jobs of rotatees received by their Office are productive and commensurate with the purpose of the appointments.
- (l) Selecting Office employees for training and making the necessary arrangements with the Office of Training.
- (4) Appoints supporting groups as appropriate, or Boards for handling specialized functions, such as Promotion, Assignment, etc., drawing on its Office personnel as necessary.

3. Secretariat of the CIA Career Service Board

a. Composition

The Career Service Staff of the Office of Personnel will serve as

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Secretariat to the CIA Career Service Board. The Assistant Director (Personnel) will provide personnel and facilities for the Secretariat.

b. Functions

- (1) Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
- (2) Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
 - (a) Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board.
 - (b) Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
 - (c) Assisting Office Career Service Boards in formulating rotation recommendations.
 - (d) Transmitting recommendations to the CIA Career Service Board for consideration, and verifying personnel data submitted with these recommendations.
 - (e) Issuing circular announcements to Office Career Service Boards listing approved rotation nominations. (The list will contain full data on the individual plus the rotation appointment recommendation of the sponsoring Board.)
 - (f) Coordinating with the Office of Training all training arrangements and needs respecting the CIA Career Service Program.

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